

EPA Official Record

Mail ID: 87e088ba9c3b47e1b3e21aa5d8e64c75

From: Aoyama, Joyce

To: Magorrian, Matthew; Lane, Peg; Brown, Kevin H.; Tom Townsend; Elinore Lorenzana; Brownell, Creagh; Legas, Barbara; Patheal-Centenera, Bella

Copy To: Wells, Mike; Kahlo, Meaghan

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Subject: 2013 Senior Officials' Calendars - We're going electronic this year!

With 2014 now underway, please take a moment to put an additional finishing touch on 2013. As you may know, all calendars for the EPA Executive Team members (including deputies and those in an Acting capacity) are Agency records and therefore have legal requirements for their long-term preservation.

In order to streamline the transfer of these records, all EPA Executive Team calendars will be collected in PDF format and retired in one batch. Joyce Aoyama, Regional Records Manager (ASRC Primus) will be coordinating the effort this year. Please email the calendar attachments to Joyce once your 2013 calendars have been printed to PDF. This year, it will be a two-part process with Jan 1-20, 2013 in Lotus Notes (Part 1) and Jan 21 – Dec 31, 2013 in Outlook (Part 2), so bear with us with these long instructions.

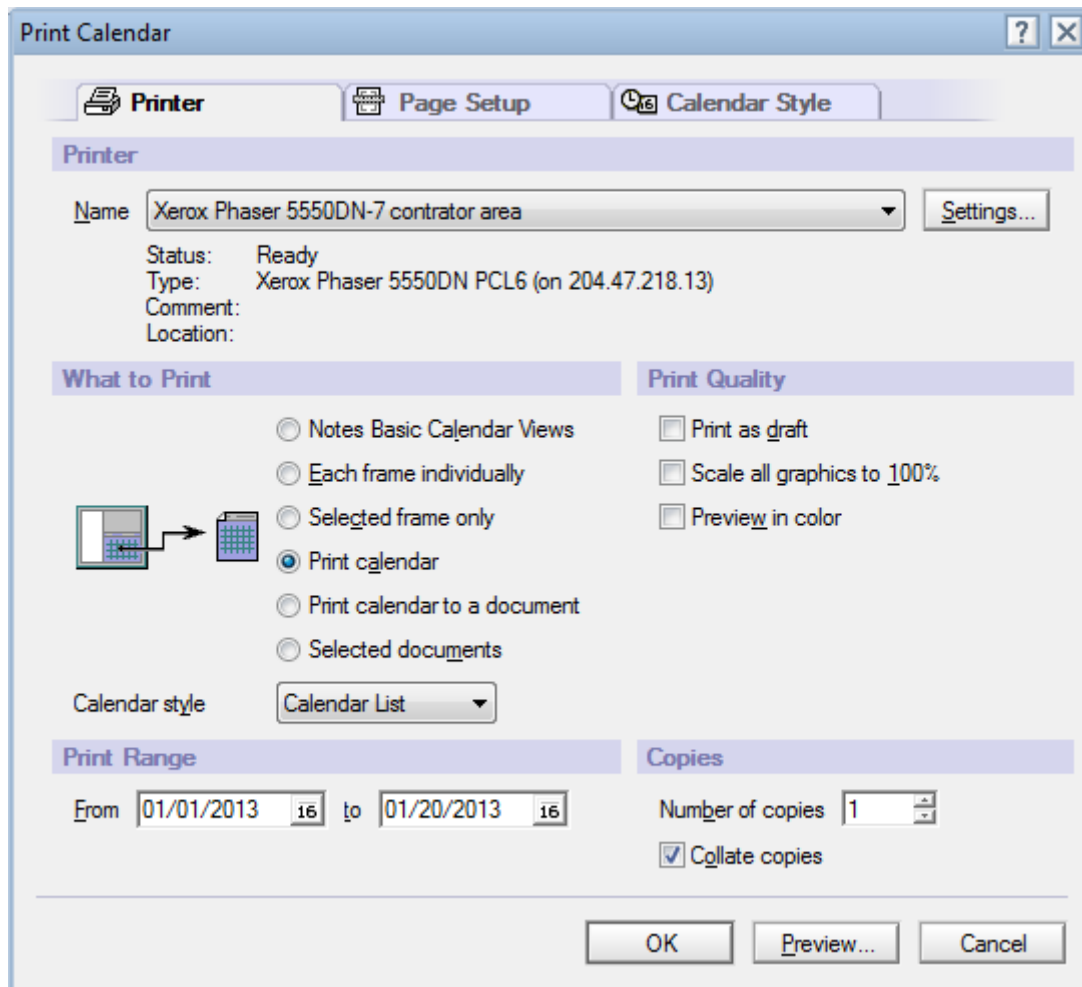
Note: If your records are subject to **Litigation Hold(s)** and have calendar entries that apply, please let us know.

Please have all printed calendars to Joyce no later than Feb. 7, 2014.

PART 1: Instructions for Printing Your Lotus Notes Calendar (Jan 1-20, 2013)

- Open the calendar you wish to print in Lotus Notes
- From the File menu select Print
- Under "What to Print" make sure the option "Print Calendar" is selected. The calendar style should be **"Calendar List."**
- Under "Print Range" select the date range you wish to print (1/1/2013-1/20/2013, unless your Acting date range starts or ends during this period.).
- When printing, select **Adobe PDF** as your printer and name the file, **"Last Name, First Name – 2013 Calendar, 1-01-13 to 1-20-13, Part 1 "**

Note: It is OK to remove or redact information of a personal nature (anything not pertaining to official agency business.) If you have marked any event as "Private," go to the "Calendar Style" tab and check the "Hide private entries" box.



PART 2: Instructions for Printing Your Outlook Calendar (Jan 21 - Dec 31, 2013)

Open the calendar you wish to print in Outlook

- From the File menu select Print
- Under "Print Style " select **"Calendar Details Style."**
- Under "Print Range" select the date range you wish to print (1/21/2013-12/31/2013) for those holding the position all year, (or a specific date range for new members in 2013 or those in Acting capacity).
- Check the box for "Hide details of private appointments."
- When printing, select **Adobe PDF** as your printer and name the file, **"Last Name, First Name – 2013 Calendar, 1-21-13 to 12-31-13, Part 2"** (unless your ET role started after 1/20/13 – If so, please name it **"Last Name, First Name – 2013 Calendar from MM-DD-YY to MM-DD-YY"**)

Print

Printer

Name: Xerox Phaser 5550DN-7 contrator area ▼ Properties

Status:


Type: Xerox Phaser 5550DN PCL6


Where: ☐ Print to file

Comment:

Print this calendar: Calendar ▼

Print style

 Tri-fold Style Page Setup...

 Calendar Details Style Define Styles..

Print

☒ All

☐ Page range

Print range

Start: Mon 1/21/2013 ▼

End: Tue 12/31/2013 ▼

☒ Hide details of private appointments

Copies

Number of pages: All ▼

Number of copies: 1 ▼

☐ Collate copies

1 1 2 2 3 3

OK Cancel Preview

Thank you for your attention to this requirement. If you have any questions, please contact: Mike Wells, Records Liaison Officer @ x3-4252; or Joyce Aoyama (ASRC Primus), Contract Records Manager @ x3-2595, aoyama.joyce@epa.gov .

Thank you,

Joyce Aoyama
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